

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK
CAREER OPPORTUNITY**

Position Title: **Chief Deputy Clerk**

Duty Station: One Bowling Green, New York NY 10004

Starting Salary Range: JSP 16 (\$141,363 - \$158,500)
Commensurate with qualifications and experience

Application Deadline: Resumes should be submitted NLT January 18, 2009.
Announcement will remain open until filled.

Position Overview

The United States Bankruptcy Court for the Southern District of New York is accepting applications for the position of **Chief Deputy Clerk**. This is a senior level manager who functions under the direction of the Clerk of Court and is responsible to the Clerk of Court for the administration and supervision of the Clerk's Office. Currently, the Court has 78 employees. The district includes the headquarters in Manhattan and two divisional offices: White Plains, NY and Poughkeepsie, NY. There are ten permanent and one recalled Bankruptcy Judges. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures, and management of daily operations including the following: case management, records maintenance, financial management, public services, courtroom services, statistical analysis and reporting, information technology, budget, training and administration. The Chief Deputy Clerk also assists the Clerk with management of the court's case management and electronic filing (CM/ECF) database, financial management systems, application of the Federal Rules of Procedure and Local Rules, and long-range and strategic planning.

Qualifications and Experience

Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes, strong organizational prioritizing, problem solving and conflict resolution skills, and solid oral and written communication skills. Knowledge of legal terminology and procedures is required. All applicants should have a minimum of six years of progressively responsible experience in court management and administration in which they have gained a thorough understanding of judicial organizations including administration of automated case records management, governmental financial accounting and education programs. A working knowledge of the Bankruptcy Code and Rules is preferred. At least three of the six years must have been in a position of management responsibility. The successful candidate must have at a minimum a bachelor's degree in a related field from an accredited college or university. A master's

degree, relevant post graduate certification or a Juris Doctor (J.D.) degree is very strongly preferred and may be substituted for up to two years of professional experience.

Applicants must be U.S. citizens or eligible to work in the United States.

Application Procedures

Interested applicants should submit a resume detailing education and work experience, a cover letter and two references. The cover letter should indicate the position that you are applying for and identify how your education and/or experience relate to the duties and responsibilities of this position. Resumes without the cover letter addressing the qualifications will not be considered.

This position is subject to mandatory electronic funds transfer for payment of net pay.

The successful candidate for the position may be subject to a background check.

Please submit resume and cover letter to:

**United States Bankruptcy Court, SDNY
One Bowling Green
Department SL
New York, New York 10004-1408**

Applicants selected for interview will be notified by the court.

-- The United States Bankruptcy Court is an Equal Opportunity Employer --